

<b>SPECIALTY QUALIFICATION TRAINING CARD</b> <b><u>FINANCE / ADMINISTRATION SECTION CHIEF</u></b>		
NAME (Last, First, MI)	CAPID	DATE ISSUED
<b>Prerequisites</b>		
Item	Date Completed	
Qualified GES		
At least 21 years of age		
The above listed member has completed the required prerequisite training for issuance of the CAPF 101T-FASC.		
_____ UNIT/WING/REGION COMMANDER OR AUTHORIZED DESIGNEE'S SIGNATURE		_____ DATE
<b>Familiarization and Preparatory Training</b>		
Task	Trainer's CAPID and Date Completed	
Demonstrate knowledge of principles and features of ICS		
Demonstrate knowledge of the ICS Organization		
Demonstrate knowledge of incident facilities		
Demonstrate knowledge of incident resources		
Demonstrate knowledge common responsibilities in ICS		
Demonstrate knowledge of organization and staffing		
Demonstrate knowledge of organizing for incidents & events		
Demonstrate knowledge of incident resources management		
Demonstrate knowledge of air operations		
Demonstrate knowledge of incident and event planning		
Demonstrate knowledge of the responsibilities and issues of the command and general staff		
Demonstrate knowledge of unified command		
Demonstrate knowledge of major incident management		
Demonstrate knowledge of area command		
The above listed member has completed the required familiarization and preparatory training requirements for the Finance / Administration Section Chief specialty qualification and is authorized to serve in that specialty while supervised on training or actual missions.		
_____ UNIT/WING/REGION COMMANDER OR AUTHORIZED DESIGNEE'S SIGNATURE		_____ DATE
<b>CAPF 101T-FASC, MAY 01</b>		
<b>OPR/ROUTING: DOS</b>		
PREVIOUS EDITION (101T, OCT 95) WILL NOT BE USED AFTER 31 OCTOBER 2001		

<b>Advanced Training</b>	
Task	Trainer's CAPID and Date Completed
Demonstrate the ability to keep a log	
Demonstrate the ability to provide financial and cost analysis information as requested	
Demonstrate the ability to develop an operating plan for the Finance/Administration Section	
Demonstrate the ability to determine the need to setup and operate an incident commissary	
Demonstrate the ability to keep and transmit as necessary all personnel and equipment time records to appropriate agencies	
Demonstrate the ability to provide financial input to the demobilization plan	
Demonstrate preparation of all obligation documents for the incident commander	
Complete Task L-0001 (Basic Communications Procedures for ES Operations)	
Complete the current continuing education examination for finance / administration section chiefs	
<b>Exercise Participation</b>	
The above listed member satisfactorily participated as a Finance / Administration Section Chief trainee under my direct supervision on mission number _____.  _____	
_____ QUALIFIED SUPERVISOR'S SIGNATURE	_____ DATE
The above listed member satisfactorily participated as a Finance / Administration Section Chief trainee under my direct supervision on mission number _____.  _____	
_____ QUALIFIED SUPERVISOR'S SIGNATURE	_____ DATE
<b>Unit Certification and Recommendation</b>	
The above listed member has completed the requirements for the Finance / Administration Section Chief specialty qualification and is authorized to serve in that specialty on training or actual missions. This document can be used in lieu of a CAPF 101 until a new CAPF 101 is received reflecting your upgraded specialty.	
_____ UNIT/WING/REGION COMMANDER OR AUTHORIZED DESIGNEE'S SIGNATURE	
_____ DATE	
<b>CAPF 101T-FASC, MAY 01    REVERSE</b>	